

**Gov's Off - Human Resource, Division of
Personnel Services**

Description:

Recruitment and Testing: To provide agencies with registers to hire quality employees in a timely, accurate, and effective manner. Registers will be developed using valid, efficient, and up-to-date testing methods that will rank candidates based on their potential to perform state jobs.

Classification: Provide a flexible, streamlined classification structure that is reflective of agencies' responsibilities and enhances their ability to achieve their mission.

Compensation: To direct a compensation system that attracts, retains, and recognizes the performance of employees with pay practices that are consistent, yet flexible.

Consultation and Training: To enhance the quality of Idaho State workforce by providing performance consultation and workforce development and training.

Major Functions and Targeted Performance Standard(s) for Each Function:

1. Maintain a personnel record keeping system to facilitate routine employee personnel actions, improve speed and quality of applicant certification process, and provide accurate personnel information reports.

A. Number of job announcements prepared.

Actual Results			
1999	2000	2001	2002
870	499	1,108	622
Projected Results			
2003	2004	2005	2006
700	700	700	700

B. Job applications received.

Actual Results			
1999	2000	2001	2002
23,368	22,592	28,439	30,839
Projected Results			
2003	2004	2005	2006
25,000	25,000	25,000	25,000

C. Number of register requests.

Actual Results			
1999	2000	2001	2002
2,000	3,155	3,267	1,147
Projected Results			
2003	2004	2005	2006
1,000	2,500	2,500	2,500

D. EIS (Employees Information System) actions processed.

Actual Results			
1999	2000	2001	2002
39,007	25,065	26,517	27,249
Projected Results			
2003	2004	2005	2006
28,000	29,000	30,000	

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E. Current PE (Performance Evaluation) forms added.

Actual Results			
1999	2000	2001	2002
13,461	14,178	16,241	17,053
Projected Results			
2003	2004	2005	2006
17,500	18,000	18,500	

2. Conduct job analysis, develop job-related selection services, or review existing tests as required by professional testing standards and EEO requirements for all classifications.

A. Written exams developed or revised.

Actual Results			
1999	2000	2001	2002
3	25	14	3
Projected Results			
2003	2004	2005	2006
5	5	5	

B. Oral exams prepared.

Actual Results			
1999	2000	2001	2002
38	100	12	16
Projected Results			
2003	2004	2005	2006
50	50	50	

C. Education and experience ratings developed.

Actual Results			
1999	2000	2001	2002
292	200	198	172
Projected Results			
2003	2004	2005	2006
300	200	200	

3. Maintain and improve the classification and compensation system.

A. New job classes established.

Actual Results			
1999	2000	2001	2002
43	40	40	28
Projected Results			
2003	2004	2005	2006
25	25	25	25

B. Job classes revised.

Actual Results			
1999	2000	2001	2002
140	175	209	164
Projected Results			
2003	2004	2005	2006
175	175	175	175

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C. Classifications deleted.

Actual Results			
1999	2000	2001	2002
155	52	46	47
Projected Results			
2003	2004	2005	2006
30	30	30	30

4. Develop Affirmative Action Plans.

A. Affirmative Action Plans

Actual Results			
1999	2000	2001	2002
2	2	0	1
Projected Results			
2003	2004	2005	2006
1	1	1	1

5. Maintain capability to assist agencies with appeals.

A. Number of appeals filed.

Actual Results			
1999	2000	2001	2002
36	40	37	22
Projected Results			
2003	2004	2005	2006
50	50	50	50

6. Ensure internal equity of state jobs through Hay Job Evaluation System.

A. Classifications evaluated using job evaluation system.

Actual Results			
1999	2000	2001	2002
19	56	68	37
Projected Results			
2003	2004	2005	2006
50	50	50	50

7. Determine competitive labor market average rates through salary surveys. Develop salary recommendations for state employees and provide to Governor and Legislature each year.

A. Salary surveys conducted.

Actual Results			
1999	2000	2001	2002
2	2	4	5
Projected Results			
2003	2004	2005	2006
5	5	5	5

8. Performance Consultation: Organizational development projects and facilitation of intervention efforts.

A. Number of projects

Actual Results			
1999	2000	2001	2002
5	2	8	30
Projected Results			
2003	2004	2005	2006
30	32	35	35

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B. Number of interventions.

Actual Results			
1999	2000	2001	2002
5	4	41	150
Projected Results			
2003	2004	2005	2006
150	155	160	160

C. Number of total hours.

Actual Results			
1999	2000	2001	2002
100	50	250	435
Projected Results			
2003	2004	2005	2006
435	440	450	450

9. Professional Development Opportunities: course delivery, course coordination, and management development plan. *CPM program responsible for major increases

A. Number of course.

Actual Results			
1999	2000	2001	2002
79	60	103	130
Projected Results			
2003	2004	2005	2006
130	135	140	145

B. Number of student hours.

Actual Results			
1999	2000	2001	2002
11,875	10,000	20,140	25,200
Projected Results			
2003	2004	2005	2006
25,500	25,500	26,000	26,000

C. Number of students.

Actual Results			
1999	2000	2001	2002
9	12	10	2,805
Projected Results			
2003	2004	2005	2006
2,8050	2,900	3,000	3,000

D. Level of satisfaction.

Actual Results			
1999	2000	2001	2002
90%@4.2	90%@4.5	90%@4.8	90%@4.8
Projected Results			
2003	2004	2005	2006
90%@4.8	90%@4.8	90%@4.8	90%@4.8

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10. Technical Assistance resource information and knowledge/methodology information.

A. Number of requests.

Actual Results			
1999	2000	2001	2002
35	78	82	80
Projected Results			
2003	2004	2005	2006
80	80	80	80

Program Results and Effect:

A Web-based Applicant Tracking System being developed in partnership with the Department of Labor will reduce turnaround time between receipt of applications and the creation of registers. This automated process will allow DHR staff to focus on developing the most efficient screening process for locating the most competitive candidates for state employment. The faster we respond to applicants, the more likely the candidates will be available.

Succession plans will help agencies reduce the amount of time vacancies may exist and help them plan the domino effect they frequently experience when someone retires from their staff. Technology allows us to improve processes.

Classification meetings allow Human Resources and state agencies to discuss individual agency classification needs and plan together for each years projects. This insures we can meet individual agency organizational needs as well as maintain the currency of general classifications. These meetings are also used as a forum for discussing changes to simplify processes and procedures.

Position audits insure employees are properly classified and paid. In the event of a vacancy, the position is properly classified for recruitment purposes.

Reduction in the number of classifications provides for a more flexible structure for agencies. Agencies have more flexibility to transfer employees, and fewer positions to announce and test for which will expedite the hiring process.

The job evaluation system ensures fairness in the assignment of state jobs to pay grades in the compensation schedule.

Accurate information concerning competitive labor market average rates of pay will help state agencies attract and retain a quality workforce. These employees deliver services to all of the people of the State of Idaho.

Compensation information can help agencies make informed decisions regarding state employee pay, in support of the mission of the agency.

Training and development opportunities provide benefits to all agencies by:

- *increased productivity and quality effort from workforce
- *increased opportunity for state leadership development
- *enhanced supervisory practices

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